



Indianapolis International Film Festival Job Description

Title:

Education Program Coordinator

Reporting To:

Programming Director

Purpose:

To oversee year-round and festival-based filmmaker and audience education programs.

Responsibilities:

1. Maintains a working knowledge of the organization and personal commitment to its goals and objectives.
2. Creates and executes an education program calendar, including but not limited to panels, workshops and discussions for local aspiring filmmakers and film-lovers, to be scheduled during the annual festival and year-round.
3. Augments year-round festival programming by seeking out appropriate guests for post-event discussions or Q&As.
4. Creates regular education program reports for relay to Festival Board and use in any grant or foundation applications, where appropriate.

Expectations:

As a part of the Festival programming efforts, the Education Program Coordinator will average roughly 2-4 hours per week, more as events approach. The Education Program chair will work directly with the Programming Directors, and as such is expected to be highly available and dependable regarding the position's responsibilities.

Benefits:

As a volunteer in a leadership role with the Indianapolis International Film Festival, the Education Program Chair will receive credentials for attendance at the 2011 Indy Film Fest, granting access to screening, parties and VIP rooms. This role offers the opportunity to learn what it takes to shape a complete festival program.